

CHANGING YOUR CM/ECF PASSWORD

1. After logging into CM/ECF, click on *Utilities*:



2. Click on *Maintain Your Account*:



3. Click on *More user information....* at the bottom of the screen:

ECF Civil • Criminal • Query • Reports • Utilities •

Maintain User Account

Last name First name
Middle name Generation
Gender ATY Type
Title
Bar number Type
Prisoner id ☒ Add Headers to PDF Documents
Office
Unit
Address 1
Address 2
Address 3
City State Zip
Country County
Phone Fax
Initials DOB AO code End date
Civil ref style Criminal ref style
Date sworn Status

4. Clear the password field (appears as *****) and type your new password. It will show what you type only once. Click on *Return to Account screen*.

ECF Civil • Criminal • Query • Reports • Utilities •

More User Information for Name Your

Login
Password
Prid
Registered
Internet Credit Card
Groups Court user - read only

5. Click on the **Submit** button at the bottom of the screen:

ECF Civil • Criminal • Query • Reports • Utilities •

Maintain User Account

Last name First name
Middle name Generation
Gender ATY Type
Title
Bar number Type
Prisoner id ☒ Add Headers to PDF Documents
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Unit
Address 1
Address 2
Address 3
City State Zip
Country County
Phone Fax
Initials DOB AO code End date
Civil ref style Criminal ref style
Date sworn Status

6. Click on the **Submit** button on the next screen:

ECF Civil • Criminal • Query • Reports • Utilities • Logout 

Searching for existing Party Records
No Records Found.
Press Next to continue with update of person

7. You receive confirmation that the account was updated. Logout of CM/ECF and log back in.

